1. Go to the Access Provisioning Tool (APT) at https://request.uaccess.arizona.edu/uaccess_appreq/ and enter the NetID of the user requiring access. If unknown, a lookup may be performed.

2. Choose the System the user requires access to.

   Note: Because of the large number of roles available in both the Employee and Student systems, additional categories have been defined here to help focus your selections:
   - ‘Campus Users’ is used to organize selections of roles appropriate for staff in academic Colleges or Departments.
   - ‘Internal/Central Admin’ is used to organize selections of roles appropriate for staff in central administrative support offices such as FSO, Systems Control, Office of the Registrar, Office of the Bursar, UITS, etc.

3. When ready, click ‘Continue’.

4. Choose the Subject Area for the chosen System the user requires access to.

   4a. Multiple Subject Areas may exist for a given System. In this case, multiple requests must be made due to the approval workflow. When the first request is complete, simply repeat the process for the second or subsequent Subject Area.

5. When ready, click ‘Continue’.
General Steps to Request Access (continued)

6. Choose the desired role(s) for the chosen Subject Area and System the user needs to perform their job function. Multiple roles may be chosen.

7. Provide any additional justification to support the need for the requested access or any special instructions to be considered during provisioning.

8. When ready, click ‘Continue’.

9. Some roles may prompt for additional information, such as the example shown here which asks for a College Node. Read the instructions carefully and complete accordingly.

Note: Some roles may not have a role qualifier.

10. When ready, click ‘Continue’.
11. After carefully reviewing the information in the request, enter the NetID of the responsible Departmental Approver, typically an Access Provisioning Liaison (APL). If the NetID is unknown, a lookup may be performed. To find your APL, please refer to the Using UAccess Analytics to Find an Access Provisioning Liaison Quick Reference Guide.

Note: A requestor and Departmental Approver may be the same individual. In this case, the request still needs the 'Departmental Approval' action to be completed. After submitting the request, the Requestor/Approver should use the approval process to immediately approve the request, to ensure timely provisioning.

12. When ready, confirm the request. This confirmation is the submission of the request for approval.

Requests stay active for 42 days. During that period, the requestor may monitor the status of the request via the APT. The current assignee is designated along with the history of activities related to the request. When all of the necessary Approvals are provided, the Request is sent to the Security Administrator for Provisioning. For a detailed description of Access Request Workflow, please refer to the Overview and Prerequisites Quick Reference Guide.

Understanding How to Monitor Assigned Tasks and Requests You Have Submitted
From the APT, login to 'Approve and Monitor Requests'
1. The Approval / Monitoring Application has two tabs. ‘My Tasks’ displays the open items in your work queue. For example, if you are a departmental approver or APL you may have requests to review and approve / deny. These requests would be displayed on your ‘My Tasks’ dashboard. ‘Initiated Tasks’ displays requests you have initiated. For example, if you submitted a request for an Employee, this request would be displayed on your ‘Initiated Tasks’ dashboard.

2. The Search function allows you to refine the information displayed on the dashboards. Each Tab uses the same selection criteria. If you do not immediately see the records you expect on your dashboard, modify the search criteria. Note that the ‘Search’ box is where you would enter ‘Smith’ to retrieve a list of all requests for a person named Smith. The search criteria are cumulative, meaning you may also need to modify the status selection to retrieve desired records. ‘Assigned’ is the default status selection. However, for instance, you may want to review ‘Any’ requests that you have taken action against. In this case you would use the My Tasks dashboard with ‘Any’ status.

3. To open a specific request, double click the Task Number or Title link of the desired record. Within the request a complete history is available at the bottom of the page. Comments, if added to the record throughout its life, will also display.

4. The Assigned Users column represents the ‘current’ assignee of the request. This allows you to see who currently needs to take action on the request.

5. The State, Created and Expiration dates are useful in monitoring your requests. You may use the ‘Preferences’ option at the top most right corner of the user interface, to modify the columns of information displayed on the dashboard.